FREIGHT MASTER

Bulk Import/Export User Guide | 2014

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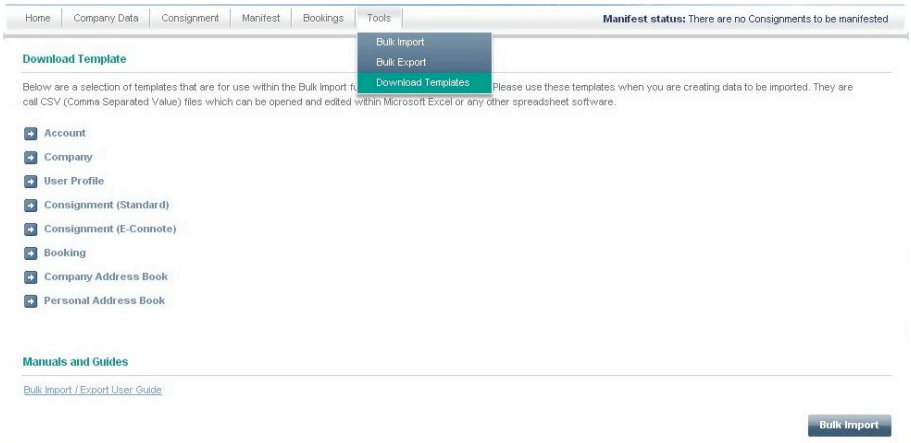
For further Information or Assistance please contact the
FreightMaster Helpdesk
Call: **1800 153 000**—option 1
E-mail: fm_helpdesk@startrack.com.au

Getting Started

For Bulk Import you need to create records according to a pre-determined CSV (Comma Separate Value) file format, which can be opened and edited within Microsoft Excel or any other spreadsheet software.

Templates can be downloaded from the Bulk Import screen or using the Tools menu > Download Templates.


Home
Company Data
Consignment
Manifest
Bookings
Tools
Manifest status: There are no Consignments to be manifested
Bulk Import
Bulk Export
Download Templates
Download Template
Below are a selection of templates that are for use within the Bulk Import fu
Please use these templates when you are creating data to be imported. They are
call CSV (Comma Separated Value) files which can be opened and edited within Microsoft Excel or any other spreadsheet software.
Account
Company
User Profile
Consignment (Standard)
Consignment (E-Connote)
Booking
Company Address Book
Personal Address Book
Manuals and Guides
Bulk Import / Export User Guide
Bulk Import

The relevant file formats and field definitions for both import and export files are following:

1. Import File Specifications

1.1 Standard Consignment

The following table defines the format and field definitions of the FreightMaster Standard Consignment Import file.

Each consignment record is to be on a separate line.

Field	Description	Size	Required	Comments
1	Account Number	8	Yes	AaE Retail account number
2	Shipment Date	10	Yes	DD/MM/YYYY
3	Reference	30	No	Mandatory if set up at an account level
4	Delivery Instructions	255	No	Will appear on the label
5	Authority to Leave	1	No	Y = Yes, N or Blank = No
6	Receiver Company Name	30	Yes	
7	Receiver Address Line 1	30	Yes	
8	Receiver Address Line 2	30	No	
9	Receiver Address Line 3	30	No	
10	Receiver Suburb	30	Yes	
11	Receiver State	3	Yes	
12	Receiver Post Code	4	Yes	This will be verified against AaE Retail's postcode database
13	Receiver Contact Name	30	No	
14	Receiver Contact Number	10	No	
15	Receiver E-mail Address	255	No	If specified an e-mail will be sent specifying the consignment details for tracking purposes
16	Service Level	1	Yes	Q - Express Premium E - Express Saver Z - Airport to Airport
17	Product	1	Yes	Q – Express Premium S – Deliver to Person K – Deliver to Person Prepaid A – Prepaid E – Express Saver Z – Airport to Airport I – Livestock M – Newspapers R – Perishable C – Same Day Consolidator D – Middle of the Day
18	Package Contains	20	Yes	Description will appear on the label
19	Invoice Number	255	No	Will appear on the label
20	Transit Warranty	1	No	Y = Yes, N or Blank = No
21	Declared Value	4	No	Mandatory if Transit Warranty = Y
22	Number of Articles	2	Yes	Within the Consignment
23	Total Weight	4	Yes	Measured in KG's
24	Width	4	No	Measured in CM's

Field	Description	Size	Required	Comments
25	Length	4	No	Measured in CM's
26	Height	4	No	Measured in CM's
27	Dangerous Goods Type	1	No	1 - None 2 - UN3090 Lithium Metal Batteries 3 - UN3091 Lithium Metal Batteries contained in equipment 4 - UN3091 Lithium Metal Batteries packed with equipment 5 - UN3480 Lithium Ion Batteries 6 - UN3481 Lithium Ion Batteries contained in equipment 7 - UN3481 Lithium Ion Batteries packed with equipment * If field is left blank it will default to 'None'

1.2 E-Connote

The following table defines the format and field definitions of the FreightMaster E-Connote Import file.

Each consignment record is to be on a separate line.

Field	Description	Size	Required	Comments
1	Account Number	8	Yes	AaE Retail account number
2	Shipment Date	10	Yes	DD/MM/YYYY
3	Reference	30	No	Mandatory if set up at an account level
4	Delivery Instructions	255	No	Will appear on the label
5	Authority to Leave	1	No	Y = Yes, N or Blank = No
6	Sender Company Name	30	Yes	
7	Sender Address Line 1	30	Yes	
8	Sender Address Line 2	30	No	
9	Sender Address Line 3	30	No	
10	Sender Suburb	30	Yes	
11	Sender State	3	Yes	
12	Sender Post Code	4	Yes	This will be verified against AaE Retail's postcode database
13	Sender Contact Name	30	Yes	
14	Sender Contact Number	10	Yes	
15	Sender E-mail Address	255	Yes	E-connote label and manifest will be sent to this address
16	Receiver Company Name	30	Yes	
17	Receiver Address Line 1	30	Yes	
18	Receiver Address Line 2	30	No	
19	Receiver Address Line 3	30	No	
20	Receiver Suburb	30	Yes	
21	Receiver State	3	Yes	
22	Receiver Post Code	4	Yes	This will be verified against AaE Retail's postcode database
23	Receiver Contact Name	30	Yes	
24	Receiver Contact Number	10	Yes	
25	Receiver E-mail Address	255	Yes	An e-mail will be sent specifying the consignment details for tracking purposes
26	Service Level	1	Yes	Q - Express Premium E- Express Saver Z – Airport to Airport
27	Product	1	Yes	Q – Express Premium S – Deliver to Person K – Deliver to Person Prepaid A – Prepaid E – Express Saver Z – Airport to Airport I – Livestock M – Newspapers R – Perishable C – Same Day Consolidator D – Middle of the Day

Field	Description	Size	Required	Comments
28	Package Contains	20	Yes	Description will appear on the label
29	Invoice Number	255	No	Will appear on the label
30	Transit Warranty	1	No	Y = Yes, N or Blank = No
31	Declared Value	4	No	Mandatory if Transit Warranty = Y
32	Number of Articles	2	Yes	Within the Consignment
33	Total Weight	4	Yes	Measured in KG's
34	Width	4	No	Measured in CM's
34	Length	4	No	Measured in CM's
35	Height	4	No	Measured in CM's
36	Dangerous Goods Type	1	No	1 - None 2 - UN3090 Lithium Metal Batteries 3 - UN3091 Lithium Metal Batteries contained in equipment 4 - UN3091 Lithium Metal Batteries packed with equipment 5 - UN3480 Lithium Ion Batteries 6 - UN3481 Lithium Ion Batteries contained in equipment 7 - UN3481 Lithium Ion Batteries packed with equipment * If field is left blank it will default to 'None'

1.3 Bookings

The following table defines the format and field definitions of the FreightMaster Booking Import file.

Each booking record is to be on a separate line.

Field	Description	Size	Required	Comments
1	Booking Type	11	Yes	SENDER/RECEIVER/THIRD_PARTY
2	Account	7	Yes	If Prepaid Consignment is not populated
3	Prepaid Consignment	8	Yes	If Account no. is not populated, enter the prepaid consignment number
4	No of Articles	2	Yes	To be collected
5	Total Weight	2	Yes	Measured in KG's
6	Width	4	Yes	If Total Weight >=20kg
7	Height	4	Yes	If Total Weight >=20kg
8	Length	4	Yes	If Total Weight >=20kg
9	Pick up Date	10	Yes	DD/MM/YYYY
10	Pick up Ready Time	5	Yes	HH:MM (24 hour time)
11	Close of Business Time	5	Yes	HH:MM (24 hour time) *There must be at least one hour difference between the ready time and close of business time.
12	Pick Up Company Name	30	Yes	
13	Pick Up Street Address Line 1	30	Yes	
14	Pick Up Street Address Line 2	30	No	
15	Pick Up Street Address Line 3	30	No	
16	Pick Up Suburb	30	Yes	
17	Pick Up State	3	Yes	
18	Pick Up Postcode	4	Yes	This will be verified against AaE Retail's postcode database
19	Pick Up Contact Name	30	Yes	
20	Pick Up Contact Number	10	Yes	
21	Pick Up Contact Area	30	Yes	
22	Pick Up E-mail Address	255	No	If specified an e-mail will be sent specifying the booking details.
23	Cost Centre	20	No	Mandatory if set up at an account level
24	Connote Required?	1	No	Y = Yes, N or Blank = No
25	Receiver Company Name	30	No	
26	Receiver Street Address Line 1	30	No	Mandatory if Type is Receiver or Third Party
27	Receiver Street Address Line 2	30	No	
28	Receiver Street Address Line 3	30	No	
29	Receiver Suburb	30	No	Mandatory if Type is Receiver or Third Party
30	Receiver State	3	No	Mandatory if Type is Receiver or Third Party
31	Receiver Postcode	4	No	Mandatory if Type is Receiver or Third Party
32	Receiver Contact Name	30	No	Mandatory if Type is Receiver or Third Party

Field	Description	Size	Required	Comments
33	Receiver Contact Number	10	No	Mandatory if Type is Receiver or Third Party
34	Receiver Contact Area	30	No	
35	Receiver E-mail Address	255	No	If specified an e-mail will be sent specifying the booking details.
36	3rd Party Contact Number	10	No	Mandatory if Type is Third Party

1.4 Address Book

The following table defines the format and field definitions of the FreightMaster Address Book Import file.

Each Address Book record is to be on a separate line.

Field	Description	Size	Required	Comments
1	Company Name	30	Yes	
2	Location Name	30	Yes	Unique Reference
3	Address Line 1	30	Yes	
4	Address Line 2	30	No	
5	Address Line 3	30	No	
6	Suburb	30	Yes	
7	State	3	Yes	
8	Postcode	4	Yes	This will be verified against AaE Retail's postcode database

2. Export File Specifications

All Exports can be modified, you have the option of selecting all fields to export or only those required. You can also enter relevant details to export the information with certain criteria e.g. within a date range etc.

2.1 Standard Consignment

The following table defines the format of the FreightMaster Consignment Export fields.

Field	Description	Size	Comments
1	Shipment Date	10	DD/MM/YYYY
2	Created Date	10	DD/MM/YYYY
3	Consignment Number	8	
4	Article Number	8	
5	Consignment Status	10	DRAFTED, PRINTED, REPRINTED, RESENT, CANCELLED or MANIFESTED
6	Consignment Type	30	STANDARD or E-CONNOTE
7	Account Number	8	
8	Reference	30	
9	Delivery Instructions	255	
10	Authority to Leave	1	1 = True, 2 = False
11	Sender Location Name	30	
12	Sender Address 1	30	
13	Sender Address 2	30	
14	Sender Address 3	30	
15	Sender Suburb	30	
16	Sender State	3	
17	Sender Post Code	4	
18	Sender Contact Name	30	
19	Sender Contact Number	10	
20	Sender E-mail Address	255	
21	Receiver Company Name	30	
22	Receiver Address 1	30	
23	Receiver Address 2	30	
24	Receiver Address 3	30	
25	Receiver Suburb	30	
26	Receiver State	3	
27	Receiver Post Code	4	
28	Receiver Contact Name	30	
29	Receiver Contact Number	10	

Field	Description	Size	Comments
30	Receiver E-mail Address	255	
31	Service Level	1	Q – Express Premium S – Deliver to Person K – Deliver to Person Prepaid A – Prepaid E – Express Saver Z – Airport to Airport I – Livestock M – Newspapers R – Perishable C – Same Day Consolidator D – Middle of the Day
32	Package Contains	20	
33	Invoice Number	255	
34	Transit Warranty	1	1 = True, 2 = False
35	Declared Value	4	
36	Number of Articles	2	
37	Total Weight	4	
38	Width	4	
39	Length	4	
40	Height	4	
41	Dangerous Goods Type	1	1 - None 2 - UN3090 Lithium Metal Batteries 3 - UN3091 Lithium Metal Batteries contained in equipment 4 - UN3091 Lithium Metal Batteries packed with equipment 5 - UN3480 Lithium Ion Batteries 6 - UN3481 Lithium Ion Batteries contained in equipment 7 - UN3481 Lithium Ion Batteries packed with equipment
42	Created By	30	Username (e-mail address)

2.2 Bookings

The following table defines the format of the FreightMaster Bookings Export fields.

Field	Description	Size	Comments
1	Pick up Date	10	DD/MM/YYYY
2	Booking Reference	10	
3	Booking Type	11	SENDER/RECEIVER/THIRD_PARTY
4	On Account	7	
5	Prepaid Consignment	8	
6	No of Articles	2	
7	Total Weight	2	
8	Width	4	
9	Height	4	
10	Length	4	
11	Pick up Time	5	HH:MM (24 hour time)
12	Close of Business Time	5	HH:MM (24 hour time)
13	Pick up Company Name	30	
14	Pick up Street Address 1	30	
15	Pick up Street Address 2	30	
16	Pick up Street Address 3	30	
17	Pick up Suburb	30	
18	Pick up State	3	
19	Pick up Postcode	4	
20	Pick up Contact Name	30	
21	Pick up Contact Number	10	
22	Pick up Contact Area	30	
23	Pick up E-mail Address	255	
24	Cost Centre	20	
25	Connote Required?	1	1 = True, 2 = False
26	Receiver Company Name	30	
27	Receiver Address 1	30	
28	Receiver Address 2	30	
29	Receiver Address 3	30	
30	Receiver Suburb	30	
31	Receiver State	3	
32	Receiver Postcode	4	
33	Receiver Contact Name	30	
34	Receiver Contact Number	10	
35	Receiver Contact Area	30	
36	Receiver E-mail Address	255	
37	3rd Party Contact Number	10	
38	Creator Name	40	Username (e-mail address)

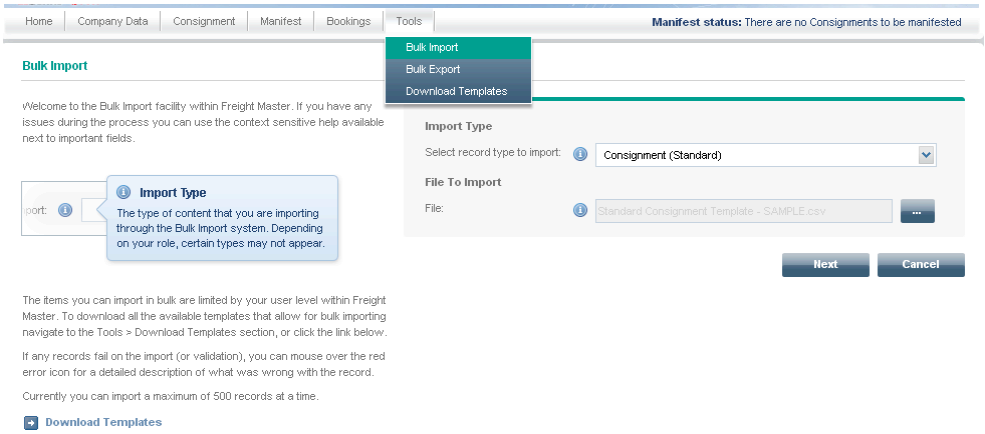
2.3 Address Book

The following table defines the format of the FreightMaster Address Book Export fields.

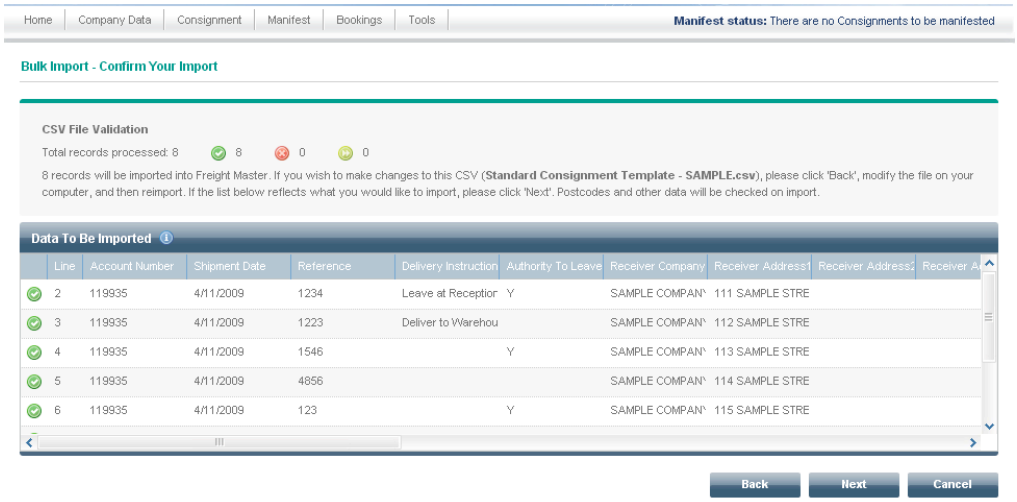
Field	Description	Size	Comments
1	Company Name	30	
2	Location Name	30	Unique Reference
3	Address Line 1	30	
4	Address Line 2	30	
5	Address Line 3	30	
6	Suburb	30	
7	State	3	
8	Postcode	4	

3. How to Import Files

- Click on Bulk Import from the link on the FreightMaster Home Page or from the Tools menu.
- Select an 'Import Type' from the drop down list i.e. Standard Consignment, E-Connote, Bookings or Addresses.
- Select a 'File to Import' from your system folders by using the Browse button.


Home
Company Data
Consignment
Manifest
Bookings
Tools
Manifest status: There are no Consignments to be manifested
Bulk Import
Bulk Export
Download Templates
Bulk Import
Welcome to the Bulk Import facility within Freight Master. If you have any issues during the process you can use the context sensitive help available next to important fields.
Import Type
Select record type to import:
Consignment (Standard)
File To Import
File:
Standard Consignment Template - SAMPLE.csv
Import Type
The type of content that you are importing through the Bulk Import system. Depending on your role, certain types may not appear.
Next
Cancel
The items you can import in bulk are limited by your user level within Freight Master. To download all the available templates that allow for bulk importing navigate to the Tools > Download Templates section, or click the link below.
If any records fail on the import (or validation), you can mouse over the red error icon for a detailed description of what was wrong with the record.
Currently you can import a maximum of 500 records at a time.
Download Templates

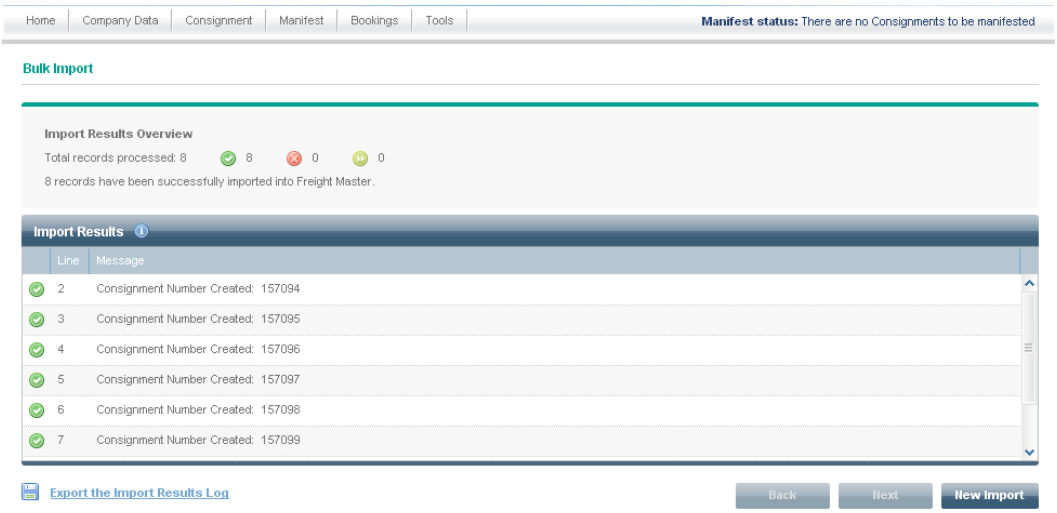
- Click on 'Next' to import your file.
- You will see a 'Confirm Your Import' screen showing how many records were successfully imported and detailed reasons for any unsuccessful records i.e. incorrect postcode or suburb etc. You will need to modify any unsuccessful records and re-import them.


Home
Company Data
Consignment
Manifest
Bookings
Tools
Manifest status: There are no Consignments to be manifested
Bulk Import - Confirm Your Import
CSV File Validation
Total records processed: 8
8
0
0
8 records will be imported into Freight Master. If you wish to make changes to this CSV (Standard Consignment Template - SAMPLE.csv), please click 'Back', modify the file on your computer, and then reimport. If the list below reflects what you would like to import, please click 'Next'. Postcodes and other data will be checked on import.
Data To Be Imported
Line
Account Number
Shipment Date
Reference
Delivery Instruction
Authority To Leave
Receiver Company
Receiver Address1
Receiver Address2
2 119935 4/11/2009 1234 Leave at Receptior Y SAMPLE COMPAN\ 111 SAMPLE STRE
3 119935 4/11/2009 1223 Deliver to Warehou SAMPLE COMPAN\ 112 SAMPLE STRE
4 119935 4/11/2009 1546 Y SAMPLE COMPAN\ 113 SAMPLE STRE
5 119935 4/11/2009 4856 SAMPLE COMPAN\ 114 SAMPLE STRE
6 119935 4/11/2009 123 Y SAMPLE COMPAN\ 115 SAMPLE STRE
Back
Next
Cancel

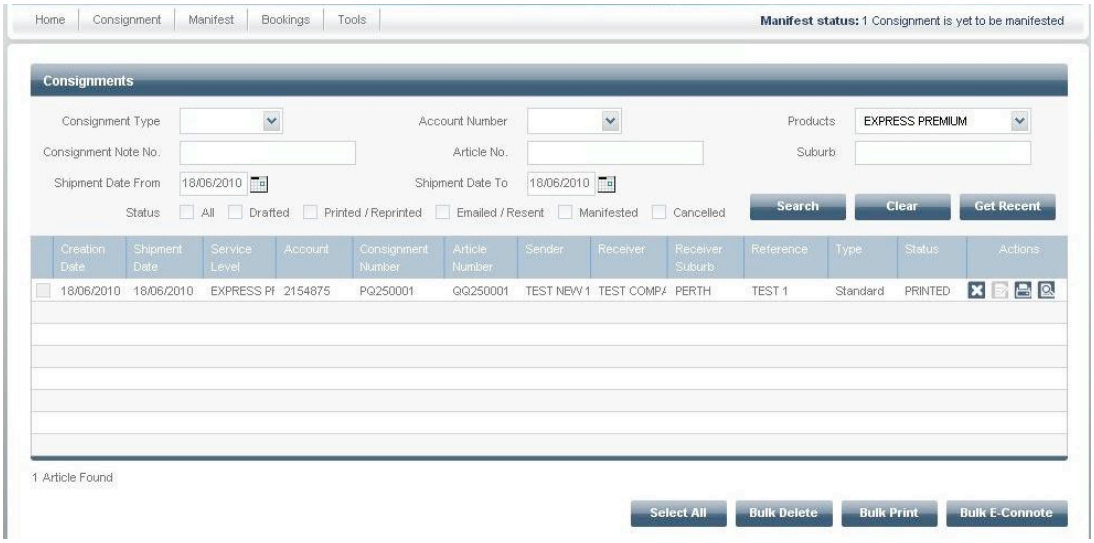
- If you wish to change any records at this point, select back make the changes to the file and begin the import process again. If the records are correct and you wish to continue click on 'Next', and then click on 'Yes' to complete the import.

Information
You are about to import 8 records into Freight Master.
This process may take some time, please be patient.
Yes
No

- You will be presented with an overview of the results and a draft consignment number when importing both standard consignments and e-connotes, or a confirmed booking reference number for bookings imports. These can be exported in a CSV file, by clicking on the 'Export the Import Results Log' at the bottom left of the page.



- Upon importing consignments (standard or e-connote), these will automatically be saved as drafts, to finalise these and either print or e-mail, you will need to go into 'View Consignments' and search for the relevant records. You can then choose to bulk print standard consignments, or bulk e-mail e-connotes.



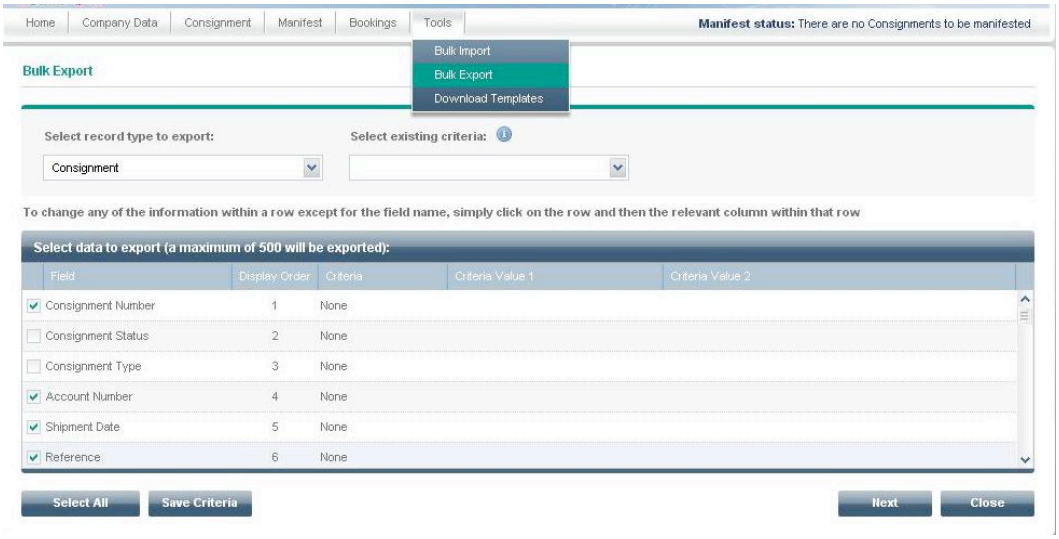
- You can select individual consignments to print, or use the 'Select All' button, which will select all available consignments, and the click on 'Bulk Print' or Bulk E-Connote'.
- To complete the process required for pick up, produce a Manifest of all consignments to

be collected by the AaE Retail driver for that day.
NB: E-Connotes will automatically produce a manifest.

Note: 500 is the maximum number of records that can be imported at a time.

4. How to Export Files

- Click on Bulk Export from the Tools menu.
- Select a 'Record Type to Export' from the list.

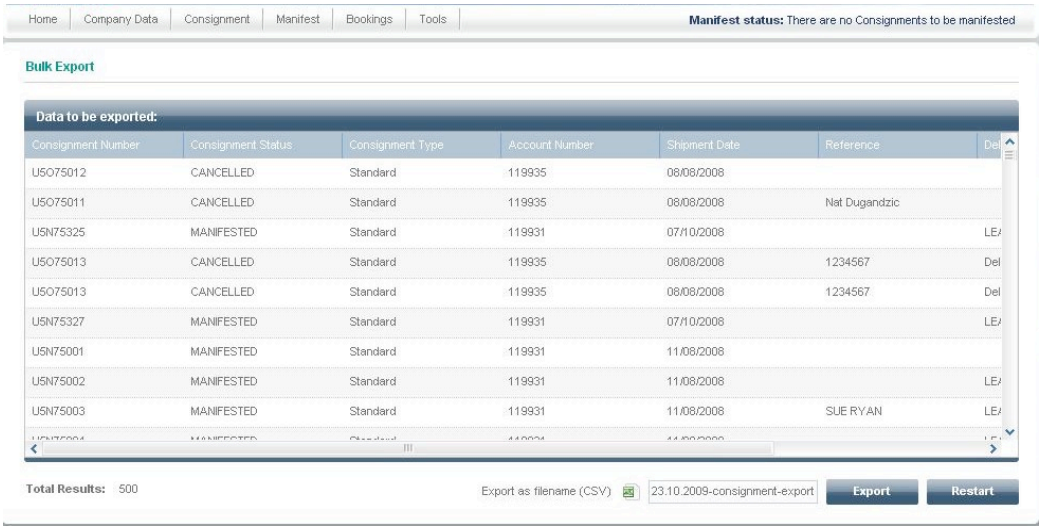


- Select 'Data to Export' by ticking the fields that you require.
- Enter the Display Order that you wish individual fields to exported.
- Where applicable select the 'Criteria' for a field or fields.

Criteria	Description
None	Does not apply any criteria (values) against the selected field
Equal	Applies Criteria 1 against the selected field. The data in the selected field must equal the data entered in Criteria 1.
Greater Than	Applies Criteria 1 against the selected field. The data in the selected field must be greater than the data entered in Criteria 1. Only useful for fields that are numeric or date fields
Less Than	Applies Criteria 1 against the selected field. The data in the selected field must be less than the data entered in Criteria 1. Only useful for fields that are numeric or date fields
Between	Applies both Criteria 1 and Criteria 2 against the selected field. The data in the selected field must fall between the data entered in Criteria 1 and Criteria 2. Only useful for fields that are numeric or date fields.

- Enter the first value (Criteria 1).
- (Optional) Enter the second value (Criteria 2).

- You will see an 'Export Display' screen showing the records to be exported.



- Select the location you wish to export the file using the Browse button and 'Save'.

Note: 500 is the maximum number of records that can be exported at a time.